



DEPARTMENT OF THE AIR FORCE
AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

Date

MEMORANDUM FOR 711 HPW/IR (AFRL IRB)

FROM: ORGANIZATION/OFFICE SYMBOL
Address

SUBJECT: Request for non-human use determination for title of protocol

1. The purpose of this study is to... Why are you doing this (graduate research project)? What are the objectives of the research? Do you intend to publish or present the results? Brief paragraph. Are there any other IRB's involved? (copy of their review)
2. This project does not meet the definition of Human Subject Research based upon:
 1. Per 32 CFR 219.102 (d), research is a "systematic investigation designed to develop or contribute to generalizable knowledge." AND/OR
 2. Per 32 CFR 219.102 (f), Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains
 1. Data through intervention or interaction with the individual, or
 2. Identifiable private information.
3. The following information is provided to show cause for such a determination:
 - a) Equipment and facilities: ... brief description of equipment and facilities needed
 - b) Subjects: ... this section and 3.e are the most important sections in determining if your project qualifies for exemption. Please include the following information about subjects:
 - Source of subjects – be specific, including number of personnel assigned to subject pool (e.g. – AFMC/SG, approximately 250 personnel assigned)
 - Total number of subjects
 - Inclusion/exclusion criteria
 - Age range
 - c) Timeframe: ... approximate duration of the study
 - d) Data collected: ... describe exactly what information you will be collecting from subjects including demographic data (name, rank, SSN, age, gender, ethnicity, work history,

duty location, unit, AFSC, etc.) Describe the **research methods** to be used during your project (e.g. survey or interview) and attach a list of questions that will be administered to subjects.

- i. If conducting surveys, questionnaires, interviews, reference AFI 38-501, Air Force Survey Program. If applicable AF survey office documentation must be submitted (Reference below)
 - e) Risks to Subjects: ... need to describe ANY possible risk that subjects' may incur by participation AND steps taken to mitigate those risks. Typically for exempt research one of the primary risks is disclosure of individual responses or private information.
 - f) Informed consent: ... describe the nature and extent of informed consent (if any). For example: All subjects are self-selected to volunteer to participate in the interview. No adverse action is taken against those who choose not to participate. Subjects are made aware of the nature and purpose of the research, sponsors of the research, and disposition of the survey results. A copy of the Privacy Act Statement of 1974 is presented for their review.
 - g) Funding: ... name your funder and the award amount
4. If you have any questions about this request, please contact **Rank/Name** (primary investigator) – Phone **000-0000**, ext. **0000**; E-mail – **firstname.lastname@wpafb.af.mil**.

Rank/Name
Principal Investigator